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TRUST TERRITORY OF THE PACIFIC ISLANDS
MANUAL OF ADMINISTRATION

October 15, 1974

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Part 3. Programs

Section 401

Health Services
Policies & Procedures

Chapter 1 - MEDICAL REFERRAL POLICY

Reference (a): Administrative Directive 72-5, dated April 24, 1972

Subject: Medical Referral Regulations

403556

I. INTRODUCTION AND PURPOSE:

The purpose of this Chapter is to update and clarify the existing policies and procedures of the Trust Territory Government relative to referral of medical cases within the districts of the Trust Territory and to other areas outside of the Territory. Regulations in Reference (a) which are still in effect are being re promulgated herein as a manual of administration release. Former Reference (a) is hereby cancelled in its entirety.

II. POLICY:

A. Medical Referral Committee:

1. There shall be established in each district a Medical Referral Committee consisting of not more than three (3) members. Membership shall consist of members of the Medical Staff who shall be appointed by the District Director of Health Services. The District Director of Health Services shall serve as Chairman of the Committee. In the absence of the Chairman, the Deputy District Director of Health Services will serve in his stead.
2. The Medical Referral Committee has the responsibility for assessing, screening, and recommending all non-emergency medical cases for out-of-Territory referral.
3. When a medical emergency occurs and evacuating the patient becomes necessary, the Chairman, after thorough consultation with the Medical Officer on duty, may refer the patient without having to consult the other members of the Committee.
4. Sub-district hospitals will continue to refer patients to district center hospitals. Further referral may be done only after thorough evaluation and recommendation by the Committee.

5. In the case of a medical emergency where evacuation becomes necessary, the Medical Officer in charge of the sub-district hospital, after consulting the Chairman, may refer patients to the nearest hospital, where in his best clinical judgment, the patient can receive the necessary medical attention.

B. Referral Eligibility Criteria:

1. Whenever medical services required by the patient cannot be adequately or satisfactorily provided at the district center hospital, the Medical Referral Committee, upon careful evaluation of the case, may refer the patient to medical facilities where more sophisticated evaluation or treatment can be obtained.
2. Except for Item II B-4 below, to be eligible for medical referral at the expense of the Trust Territory Government, the patient must be a citizen of the Trust Territory of the Pacific Islands. The following categories of citizens are ineligible:
 - a. Trust Territory citizens and their dependents who are permanent residents of Guam and other areas of the United States or other countries and are temporarily visiting the Trust Territory.
 - b. Trust Territory citizens who are students studying abroad. Students receiving full or partial scholarship grants from the T.T. Government must enroll in the Student Accident Sickness Insurance Program, as insurance premium costs are paid from the scholarship grants. Students paying their own way through school or who are privately sponsored, should purchase such insurance coverage on their own through the Student Accident and Sickness Insurance Program or some other program.
 - c. Trust Territory citizens and dependents who are in Guam, Honolulu, or other areas outside the Trust Territory and who go on their own to seek medical care.
3. a. Non-Trust Territory citizens (and their non-citizen dependents) who are contract employees of the Trust Territory Government are eligible for medical referral. However, the individual must bear all expenses for medical care for himself and his non-citizen dependents. The Trust Territory will pay the cost of transportation only if the patient is officially referred by the Medical Referral Committee. (See IV D)

- b. Non-Trust Territory citizens, who are residents of the Trust Territory and are not T.T. contract employees are not eligible for referral under the T.T. referral system.
- 4. Regardless of citizenship, any employee of the Trust Territory Government who sustains industrial injury or illness in the course of his employment is eligible for all medical treatment reasonably required to cure and relieve him of his injury or illness.

III. CRIPPLED CHILDREN'S SERVICES:

- A. To be eligible for referral under the Crippled Children's Services Program the following criteria must be met:
 - 1. The patient must be a bona fide referral from the Department of Health Services.
 - 2. Must be under the age of 21 years with debilitating conditions as specified in the Trust Territory CCS Referral Plan.
 - 3. A formal application is submitted and approved by the Chief of Crippled Children Services/Maternal and Child Health, Department of Health Services, Headquarters, Saipan.
- B. All children under the age of 21 years, regardless of citizenship, who reside in the Trust Territory, are eligible for free diagnostic services for a suspected crippling condition upon recommendation of a physician. However, those children who are non-U.S. and non-Trust Territory citizens are not eligible for free therapeutic services under the Trust Territory Crippled Children Services Plan.

IV. SPECIAL INTERPRETATIONS:

- A. Any individual, Micronesian or otherwise, who seeks medical care at a medical facility other than that to which he is referred by the T.T. health authorities, is responsible to pay the entire cost of his medical care at the non-authorized medical facility.
- B. U.S. citizens or other non-Trust Territory citizens, who sustain non-industrial injuries or illnesses are eligible under health insurance coverage and are therefore responsible for their medical care costs when referred for such injuries or illnesses.
- C. Non-Trust Territory citizens, not employed by the Trust Territory Government, must arrange their own travel and appointments at any medical facilities of their choice at their own expense.

- D. Except for non-citizens who sustain industrial injury while employed by the Trust Territory Government, the Trust Territory Government will not be responsible for transportation costs of non-Trust Territory citizens' referrals beyond Guam and/or Honolulu.
- E. All Trust Territory citizens referred to Guam, Honolulu or within the districts must pay the standard Trust Territory inpatient and/or outpatient charges, plus all other costs applicable within the Trust Territory fee schedule normally charged at each district hospital.
- F. All return visit appointments are not an automatic process and must be reviewed by the DDHS and the Referral Committee to determine the present nature of the patient's condition and if the nature of such revisit is warranted.

V. ROOM & BOARD:

- A. Persons on referral status in Guam and Honolulu will be furnished room and board plus \$1.00 per day incidental expense money by the Trust Territory Government. No other subsistence will be provided.
- B. The Director of Headquarters Health Services will provide adequate accommodations (Room & Board plus \$1.00 per day incidental expense money) for referral patients and authorized escorts through the LHO's Guam and Honolulu.
- C. If a patient or escort wishes to stay with friends or relatives rather than accept the Government furnished room and board, he is welcome to do so; however, no subsistence claim can be made for the non-use of Government furnished room and board.

VI. AUTHORIZED ESCORTS:

- A. Medical referral patients who have not attained 18 years of age may be permitted to have one adult parent or legal guardian accompany them.
- B. No member of the family will be permitted to accompany an adult patient at Government expense unless permission is requested and granted by the Director of Health Services at Headquarters.

VII. TRAVEL AUTHORIZATIONS:

- A. Since the Government, through the LHO's Guam and Honolulu, furnishes room and board on a contract basis, and the LHO's Guam and Honolulu will also furnish the \$1.00 per day incidental expense money on an as-needed basis from their local imprest fund, travel authorizations issued by the districts for medical referrals will need only to cite the necessary travel expenses involved with the referral.

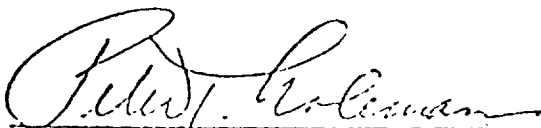
- B. Medical attendants will be entitled to the standard Trust Territory per diem rate only when they are on active duty. The medical attendant must return directly to duty station on the first available flight after all necessary arrangements have been made for the patient at the referral hospital. The LNO may authorize overstay for medical attendants when justified in writing by the LNO.
- C. No excess baggage allowance is authorized the patient, escort or medical attendant, unless such baggage involves necessary medical equipment accompanying the patient.

VIII. SERVICES CONTRACTING (ROOM & BOARD):

- A. The LNO's Guam and Honolulu will provide such accommodations (Room & Board) by competitive service agreements with local hotels and/or other such establishments providing these services. The Federal Procurement Regulations will be followed in awarding the contracts. Exceptions to the Federal Procurement Regulations must be approved by the High Commissioner. Should the local annual solicitations for competitive services produce "no bids" for these services, the LNO's Guam and Honolulu are hereby authorized to provide such services on the basis of "best available current price" for the services.
- B. The Director of Health Services will be the Contracting Officer for all contracts providing room and board. The LNO Guam and Honolulu will serve as the Contracting Officer's Representative (COR) for purposes of negotiating the local contracts.
- C. Contracts will cite the Headquarters Health Services Account Number 1.113 and contractor's billings will be processed through Headquarters Finance, Saipan, for payment.
- D. Should "no bids" be a result of local solicitations and the LNO's Guam and Honolulu are forced to provide these services on the basis of "best available current price," the LNO's Guam and Honolulu are authorized to make payment by use of their imprest fund and have it reimbursed under current procedures with Headquarters Finance.

XI. EFFECTIVE DATE:

This procedure is effective October 21, 1974. LNO's Guam and Honolulu may use the "best available current price" basis for providing room and board until competitive contract solicitations are made. However, either contracts or the substantiation of "no bids" will be accomplished no later than December 30, 1974.



Peter T. Coleman
Deputy High Commissioner